



## City of Sedona, Arizona Consultant Information Request Form

**2009**

The City of Sedona, Arizona is updating the list of consultants it developed in accordance with the provisions of ARS 34-103. The City plans to update the list once each fiscal year. If you are on the list, you should expect to receive a request to reapply in June/July. Consultants may be added to the list throughout the year.

Various City departments may use the list in determining which consultants will be approached in sole solicitations, and when issuing requests for interest and project specific qualifications for various projects. The Public Works Department Consultant Selection Policy is posted on the City's web page ([www.SedonaAz.gov](http://www.SedonaAz.gov)) - under the category of Bid/RFP Opportunities).

The City's form is based on federal Standard Form 330. Turn in the City's Consultant Information Request Form which is located on the City's web page ([www.SedonaAZ.gov](http://www.SedonaAZ.gov) - under the category of Bid/RFP Opportunities). Currently, you must download the form in order to fill in the information and mail it back to the City. You may also save the completed form as a pdf file and e-mail to Donna Pflueger at [dpflueger@SedonaAz.gov](mailto:dpflueger@SedonaAz.gov). For further information, you may contact Donna Pflueger at 928-204-7122. Please use City coding when appropriate, since in evaluating qualifications, these are generally given more weight than the general federal categories.

Please note that the submittal may now include project statements based on the project list.

Sample of forms used for internet solicitation and for selecting consultants for a given project are provided for your information.

Questions regarding this form should be submitted to the Director of Public Works/City Engineer. Although you may return the form at any time during the year, we will begin using the 2009 forms after July 30th for consultant selection.

## ARCHITECT-ENGINEER QUALIFICATIONS MODIFIED BY CITY OF SEDONA

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The information from this form may be used to evaluate firms in accordance with Arizona State statutes for selection of technical services. Information from other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references may also be used.

### GENERAL INSTRUCTIONS

This form has been modified from Federal form SF330 for use in providing Consultant information to the City of Sedona. Part I of the SF330 has been deleted in the modified City of Sedona form. Part II presents the general qualifications of a firm or a specific branch office of a firm. If a firm has multiple Arizona offices, it may present a form for each office if it desires that each office be considered separately for its capabilities.

### DEFINITIONS

**Architect-Engineer Services:** Defined in Arizona Revised Statutes Chapter 34.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** A legal business entity holding proper licenses for the type of work it is engaged in and/or soliciting for.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

### SPECIFIC INSTRUCTIONS

#### Part II - City of Sedona modified form

##### Architect-Engineer Point of Contact

1-7. Name of Licensed Principal, Title, License of Principal, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime consultant or joint venture that the agency can contact for additional information.

4. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

5. Type of Ownership or Legal Structure. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

8a-8b. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in Column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in Column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in Column c(2) and for the firm in Column c(1). In Column c(3) enter the number of licensed individuals for the discipline indicated. If the form is prepared for a branch, use the number of licensed individuals in the discipline at the branch. If the form is prepared for the whole firm, enter the number of licensed individuals in the discipline within the firm.

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories (profile codes) that most accurately reflect the firm's technical capabilities and project experience in Column a. Except for the City of Sedona profile codes, the codes are the same as those used for the federal form. Use the relevant experience categories and associated profile

codes shown at the end of these instructions, and list in the same numerical order. Use the City of Sedona Profile Codes, when appropriate, as they more narrowly identify experience. If no listed experience categories apply to technical experience for which revenues are provided, write in any unlisted relevant project experience categories in Column b and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually by the firm or branch office within the regions named. Arizona work shall not include federal work.

12. Example Projects

- A. Example Project Key Number. Start with "1" for the first project and number consecutively.
- B. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
- C. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project.
- D. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- E. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- F. Point of Contract Telephone Number. Self-explanatory.
- G. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project. At the start of the description, list the major profile codes that apply to the project.

13. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	D01	Dams ( <i>Concrete; Arch</i> )
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization ( <i>Process and Facilities</i> )
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Development
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries ( <i>Planning and Relocation</i> )	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building ( <i>Low Rise</i> ); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems ( <i>Propane; Natural, Etc.</i> )
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Airborne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel ( <i>Storage and Distribution</i> )
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines ( <i>Cross-Country - Liquid and Gas</i> )
H10	Hotels; Motels	P05	Planning ( <i>Community, Regional, Areawide and State</i> )
H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )	P06	Planning ( <i>Site, Installation and Project</i> )
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )	R07	Remote Sensing
L06	Lighting ( <i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i> )	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	S03	Seismic Designs and Studies

Code	Description
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems ( <i>Rural; Mobile; Intercom, etc.</i> )
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers ( <i>Self-Supporting and Guyed Systems</i> )
T06	Tunnels and Subways
U01	Unexploded Ordinance Remediation
U02	Urban renewals; Community Development
U03	Utilities ( <i>Gas and Steam</i> )
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

City of Sedona Profile Codes. These codes are in addition to those in federal form SF330. When a SF330 category includes this work indicated by these codes, use these codes if the more specific City code is applicable. The general SF330 category is shown in parentheses. Please use City coding when appropriate, since in evaluating qualifications, these are generally given more weight than the general federal categories.

530 Landscape study/design (L03)	810 Construction Inspection (C15)
546 Roadway design (H07)	850 Plans Review Assistance (Building and/or Civil Improvements)
547 Sidewalk design (H07)	900 Form Based Code Development (Z01)
588 Park design (R04)	
596 Sewer Collection System studies/design (S04)	
597 Wastewater Plant Facilities studies/design (S04)	
598 Wastewater disposal facilities studies/design (S04)	
599 Wastewater reuse studies/design (S04)	
604 Storm Drainage Collection studies/design (S13)	
605 Erosion Control studies/design (S13)	
607 Traffic Signals studies/design (T03)	
608 Traffic/Pedestrian circulation studies (T03)	

**City of Sedona**  
**ARCHITECT-ENGINEER QUALIFICATIONS**  
**(Modified Part II General Qualifications SF330)**  
**2010**

*(If a firm has branch offices, complete for each specific branch office seeking work as principal office.)*

**ARCHITECT-ENGINEER POINT OF CONTACT**

1. NAME AND TITLE:
2. LICENSE NUMBER:
3. NAME OF FIRM:
4. YEAR ESTABLISHED:
5. TYPE OF OWNERSHIP OR LEGAL STRUCTURE:
6. TELEPHONE NUMBER:
7. FAX NUMBER:
8. E-MAIL ADDRESS:

8a. Former firm name(s) of above office <i>(if any)</i>	8b. Year Established

9. EMPLOYEES BY DISCIPLINE:

9a. Function Code	9b. Discipline	9c(1). No. of Employees -Firm	9c(2). No. of Employees - Branch	9c(3). No. of Licensed Employees -Branch
	Other Employee			



10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS:

[illegible]

## PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- |   |   |
|---|---|
| 1. Less than \$100,000                  | 6. \$2 million to less than \$5 million   |
| 2. \$100,000 to less than \$250,000     | 7. \$5 million to less than \$10 million  |
| 3. \$250,000 to less than \$500,000     | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million   | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater               |

11. ANNUAL PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS:

(Insert revenue index number shown above)

	2007	2008	2009
11a. Arizona Work:			
11b. Yavapai County Work:			
11c. Coconino County Work:			
11d. City of Sedona Work:			
11e. Total Non-Federal Work for total firm:			
11f. Federal Work			

12. EXAMPLES OF PROJECTS:

*(Present up to 10 projects to show range and type of projects worked on.*

*Repeat items A – G for projects 1 through/up to 10)*

A. EXAMPLE PROJECT 1 - TITLE AND LOCATION (*City and State*):

B. YEAR COMPLETED - PROFESSIONAL SERVICES:

C. YEAR COMPLETED – CONSTRUCTION OR STUDY (*If applicable*):

D. PROJECT OWNER'S INFORMATION - PROJECT OWNER:

E. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME:

F. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER:

G. BRIEF DESCRIPTION OF PROJECT AND CAPABILITIES DEMONSTRATED (*Include profile codes, scope, size, and cost*):

13. AUTHORIZED REPRESENTATIVE FOR \_\_\_\_\_.  
(Firm Name)

The foregoing is a statement of facts.

13a. SIGNATURE: \_\_\_\_\_

13b. DATE SIGNED: \_\_\_\_\_